

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION IN MEDICINE

POLICY 03-02

(Adopted April 16, 2003)

POLICY ON DEADLINE FOR SUBMISSIONS TO THE BOARD

The Board has adopted the following policy regarding the deadline for submission of materials for consideration by the Board members at a regularly scheduled Board meeting:

All materials must be submitted to the Office of the General Counsel no later than twenty-one calendar days in advance of the relevant Board meeting. In exceptional circumstances, either the Executive Director or General Counsel may waive this deadline and grant up to an additional seven calendar days for submission of such materials.

No materials submitted less than fourteen calendar days in advance of a Board meeting will be considered by the Board without express authorization of the Board or its Chair. All requests for such consideration must be submitted to the Office of the General Counsel. Except in extraordinary circumstances, such authorization must be sought and granted in advance of submission of the materials.

Requests for late submission of materials will be generally disfavored.